

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 4650.11F
OP-09B20
5 May 1989

OPNAV INSTRUCTION 4650.11F

From: Chief of Naval Operations
To: All Ships and Stations

Subj: POLICIES AND PROCEDURES FOR
OFFICIAL TEMPORARY DUTY
TRAVEL TO MILITARY AND
CIVILIAN INSTALLATIONS,
ACTIVITIES, AND UNITS

Ref: (a) DOD Directive 5000.7 of 14 Jun
1977 (NOTAL)
(b) USAF Foreign Clearance Guide
(NOTAL)
(c) OPNAVINST 5510.1H
(d) NMPCINST 4650.2A (NOTAL)
(e) OPNAVINST 5540.8L (NOTAL)
(f) OPNAVINST 5513.3B
(g) OPNAVINST 5510.48J
(h) OPNAVINST 5510.155C
(NOTAL)

Encl: (1) Special Area Clearance Procedures
(2) Travel/Country Clearance Request
Procedures

1. Purpose. To implement reference (a), and to issue policy and revised procedures for official travel clearances and accreditation for subject visits. This instruction has been completely rewritten and should be read in its entirety.

2. Cancellation. OPNAVINST 4650.11E.

3. Discussion

a. Visits to installations and activities overseas and within the continental United States (CONUS) may be required in the normal conduct of official business. Such travel often impacts on the facilities and other resources of the visited activity. Therefore, official visits should be arranged so as to place minimum demands on the equipment, facilities, time and services of the installations and personnel being visited. To the maximum extent possible, trips to

the same general area and in the same general period should be consolidated.

b. All official temporary duty travel abroad requires that appropriate personnel clearances be obtained from the overseas U.S. military commander, or from the foreign government through the U.S. Embassy/U.S. Defense Attache Office (USDAO). Additionally, travel to those countries designated as "Special Areas" in reference (b) requires the prior concurrence of the Office of the Under Secretary of Defense (Policy) (OUSDP) and the Department of State, submitted via CNO (OP-09B20T).

4. Scope

a. The provisions of this instruction are applicable to all official temporary duty (TEMADD, TEMDU, TAD, TDY, etc.) travel by Department of the Navy military personnel, Navy civilian personnel, and personnel traveling under Department of the Navy sponsorship, including Department of Defense contractor employees.

b. The provisions of this instruction are applicable to the personnel listed above for official temporary duty travel to the following places:

(1) U.S. military installations, activities, and units within and outside CONUS;

(2) Foreign military and civilian installations, activities, and units; or

(3) Research vessels and U.S. naval ships located overseas where the traveler must enter or exit an area under foreign government control.

c. Compliance with this instruction is also required when:

(1) Intra-theater travel is performed to conduct other than unified command business with other than U.S. personnel;

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(2) Foreign personnel will be contacted during the visits; and/or

(3) Foreign policy will be discussed during the visit.

d. This instruction does not apply to:

(1) Troop movements, or travel by personnel in unified or overseas service commands directly related to units of those commands, or travel by the commander to units under his/her command, except for travel to U.S. cryptologic units (see paragraph 10).

(2) Intra-theater travel to "Special Areas" requiring prior concurrence as designated in the Foreign Clearance Guide (FCG) when travel is performed to conduct unified command business with U.S. personnel and no foreign personnel are contacted or foreign policy discussed.

(3) Personnel on leave, air crew personnel, ship's company in the performance of air crew duties or ship's company duties exclusively.

(4) Personnel assigned to international staffs or organizations when traveling within their designated areas of responsibility. Senior official travel to Africa is the sole exception to this provision.

(5) Personnel transiting a country.

5. Definitions

a. **Accreditation.** The granting of official status by the Department of Defense as a representative of the Department of Defense (DOD) to official U.S. delegations, international organizations, and at international conferences or negotiations. Accreditation is coordinated by Chief of Naval Operations (CNO) (OP-61) with OUSDP, who, in turn, coordinates with the Department of State.

b. **Country Clearance.** Permission obtained through diplomatic channels from a foreign nation to permit entry of military personnel and/or military sponsored civilian personnel on official travel matters not pertaining to the mission of the unified or component command. Normally, country clearance is coordinated through the Defense Attache, if assigned, at the U.S. Embassy in the country or countries to be visited.

c. **Notification of OUSDP.** Information provided to OUSDP and Department of State for travel to a "Special Area," as required in reference (b), when prior concurrence is not required.

d. **Prior Concurrence.** Permission obtained from OUSDP and the Department of State to originate requests for travel or country clearance for travel to "Special Areas," as required in reference (b).

e. **Security Clearance.** An administrative determination by competent authority that an individual is eligible, from a security standpoint, for access to classified information of a specific category.

f. **Travel Clearance.** Permission obtained from a unified commander for visits pertaining to the mission of a unified command or when in-theater administrative support is required. Also, permission obtained from a component commander, Military Assistance Advisory Group (MAAG)/Mission/Office of Defense Cooperation (ODC), or other joint activity for visits pertaining to a component service or mission of a joint activity.

g. **Senior Personnel.** For the purpose of this instruction, that term refers to personnel in the following categories:

(1) Presidential appointees in defense positions.

(2) Military personnel of flag or general officer rank.

(3) Civilian personnel in the Senior Executive Service (SES) and grade GS-16, or their equivalent and above.

(4) Other personnel of equivalent rank or grade traveling under Defense sponsorship.

h. Visit Notification. Notification provided to various commands, activities, units, or other officials on proposed visits where: (1) no travel or country clearance is required; or (2) travel or country clearance has been granted or assumed and originator must provide all concerned with firm estimated times of arrival (ETAs), estimated times of departure (ETDs), and carrier information.

6. Policy and Procedures

a. Specific requirements and procedures for each country are contained in reference (b).

b. Procedures for requesting prior concurrence and submission of OUSDP notification are contained in enclosure (1).

c. The procedures for requesting travel/country clearances are contained in enclosure (2).

d. Requests for clearance will be submitted sufficiently in advance to allow orderly processing, evaluation of necessity of visit, and in the case of foreign country visits, coordination with U.S. diplomatic and consular missions, as appropriate, in the countries to be visited. Requests must be submitted a minimum of 30 days prior to the proposed travel so appropriate contacts can be made. Emergency requests shall include complete justification for the visit so that a waiver of the 30-day advance notification requirement may be considered. Cancellations shall be reported to all concerned in a timely manner.

e. Upon completion of official temporary duty abroad, senior officials should provide

copies of trip reports to OUSDP and to the appropriate unified commands.

7. Travel of Reservists on Active Duty for Training (ACDUTRA)

a. Exercise Augmentation. Requests for travel or country clearances will be initiated by the command, or designated subordinate, submitting augmentation requirements to the Commander, Naval Reserve Forces (COMNAVRESFOR). The requirements of enclosures (1) and (2) are applicable, except that arrangements may be made to provide the identification of individual reservists at a later date following receipt of such information from COMNAVRESFOR.

b. Other ACDUTRA. Requests for travel or country clearance will be initiated by COMNAVRESFOR or a designated representative, and by area commanders outside the continental United States (OUTCONUS) authorized to issue ACDUTRA orders.

8. Proper Coordination of Travel within CONUS, to Areas Outside CONUS, and within Overseas Areas

a. Travel within CONUS. All commands, activities, and units scheduling visits of military and civilian personnel, including Department of the Navy contractor employees, shall clear such visits in advance with the commanders of the installations, activities, or units concerned. Classified visits should be requested following the policies and procedures outlined in reference (c). Timely notification of visits shall also be given to other commanders interested in the subject or scope of the visit.

b. Travel from CONUS to Areas OUTCONUS and within Overseas Areas. Specific requirements for clearances into all foreign countries are contained in the USAF Foreign Clearance Guide. Procedures for submitting the requests are contained in enclosures (1) and (2) of this instruction. When travel to areas OUTCONUS is expected to include substantive contact with foreign nationals

or organizations, sponsoring activities will forward a copy of the request for travel clearance to the appropriate Commander, Task Force 168 element as follows: CTG 168.0 for travel from CONUS, CTG 168.4 for travel from Europe, CTG 168.5 for travel from the Far East, and CTG 168.6 for travel from Central/South America. The USAF Foreign Clearance Guide may be obtained by written request to the Defense Mapping Agency Combat Support Center/IMA, Washington, DC 20315-0010. Phone autovon 287-2426; commercial (202) 227-2426.

9. Passports/Visas. Policy governing international travel and the procedures for obtaining required passports/visas are contained in reference (d).

10. Visits from Noncryptologic Organizations to Cryptologic Overseas Activities. Reference (a) states that visits by personnel from noncryptologic activities to cryptologic overseas activities must be coordinated in advance with the Director, National Security Agency. When applicable, the coordination will be effected prior to submission of the request for area clearance.

11. Visits to Defense Logistic Agency (DLA) Activities

a. To ensure DLA is fully responsive to the objectives and needs of official visits by DOD sponsored foreign representatives, DLA has established a central coordination point at its headquarters. The Chief, Intelligence and Security Division, Command Security Support Office, Headquarters DLA (DLA-TI), phone Autovon 284-7264; commercial 703-274-7264 and message address, Cameron Station, VA//DLA-I has been designated as the focal point.

b. Information relative to proposed visits of foreign nationals sponsored by the Department of the Navy should be provided by mail as far in advance as feasible. The information should include:

(1) Name of DLA activity to be visited.

(2) Purpose of the visit, including a statement of whether a formal orientation is desired.

(3) Name, rank, grade, position, and organizational affiliation of visitor, and country represented.

(4) Itinerary, including mode of travel, estimated time of arrival and departure, and whether or not visitor desires government transportation from transportation terminal to hotel or DLA activity where public transportation is not available.

(5) Reservations desired, if any.

c. The procedures outlined above do not apply to official visits to be made by U.S. personnel to Headquarters, Defense Logistic Agency, or to any of its field activities. Normally, those are arranged directly with the office of primary interest (OPI) at the DLA activity concerned. In the event the OPI is not known, arrangements may be made through the applicable executive officer.

d. Visits made in connection with the DOD Industrial Security program are governed by the provisions of Section III, entitled "Visitors," of reference (e).

12. Visits in Connection with the Security Assistance Program (Military Assistance Program (MAP) or Foreign Military Sales (FMS)). In addition to the other clearance requirements prescribed here, all planned visits during which MAP and/or FMS matters will be discussed should be preceded by the potential visitor contacting the Navy Office of Technology Transfer and Security Assistance (NAVOTTSA) to obtain appropriate briefing and updating on country and regional security assistance. Direct and informal contact is authorized.

13. Briefing Requirements. All officials must be knowledgeable of the foreign policy aspects and implications of their discussions or activities when in contact with foreign officials abroad. In the interest of establishing continuity among DOD officials on official U.S. foreign policy, the following guidelines apply:

a. All personnel conducting official travel under the DON sponsorship who travel to foreign countries and anticipate discussions of foreign policy matters with officials of foreign governments will be briefed by OUSDP prior to their departure.

b. Officials requiring OUSDP briefings will submit to OUSDP papers prepared for use on the proposed visit. If, in the opinion of OUSDP, the papers are consistent with official U.S. policy, the requirement for an oral briefing may be waived. The briefing papers must be available to OUSDP at least ten working days prior to commencement of travel to permit adequate review and scheduling of briefings, as may be determined necessary.

14. Protocol. Salutes, honors, or ceremonies, except those prescribed by regulation or protocol within the military chain of command, shall be dispensed with unless, in the judgment of the commander of the field installation, they will serve some useful purpose, such as promoting international good will, maintaining national prestige, or improving morale. In the event such salutes, honors, or ceremonies are deemed necessary, advance approval of the traveling official shall be obtained. Customary courtesies and the appropriate assistance required to accomplish the mission shall be extended to visitors including, if appropriate, meeting the visitor on arrival, escorting him/her to the field commander's headquarters, and informing him/her of the arrangements made for the conduct of the official business of the visit.

15. Official Entertainment. There shall be no official entertainment of defense personnel visiting field installations unless it will contribute to the mission of the visit in terms of promoting international good will, community relations, or

morale. When, in the judgment of the commander of the field installation, entertainment will assist in accomplishing the mission, it shall be arranged only after approval in advance by the traveler concerned. When the traveler originates a request for entertainment, he/she shall make arrangements to reimburse the field installation for the expense of such entertainment.

16. Security Clearance, Classification Guidance, and Foreign Disclosure Authorization

a. Visits which will require access to classified information shall be processed under reference (c) and this instruction. Care should be exercised in connection with all correspondence to preclude unnecessary security classification. Application of security classification markings without paragraph markings or further classification guidance, if strictly interpreted, would, in many instances, make administrative handling of the visit extremely cumbersome. In those cases where classified correspondence must be prepared in connection with visits, there should be a clear indication of the specific aspects of the visit that require security protection, either through paragraph marking or detailed classification guidance.

b. Detailed foreign itineraries of the Secretary of Defense, Secretaries and Under Secretaries of the Military Departments, Chairman of the Joints Chiefs of Staff, Chiefs and Vice Chiefs of Services, Under Secretaries of Defense and Assistant Secretaries of Defense shall be classified CONFIDENTIAL with declassification upon trip completion. Only the composite itinerary containing the overall trip schedule, with arrival and departure times and locations is classified when associated with such travel. Necessary coordination and administrative assistance to develop and execute the itinerary may be handled on an unclassified but cautionary basis. For all other travel, the decision to classify travel plans should be made on an individual basis with consideration given to the threat involved, purpose of travel area to be

visited and protection required in the interest of national security. Provisions should be made for rapid declassification; e.g., "declassify upon completion of travel." For the United States Commander-in-Chief Europe area of responsibility, travel itineraries for four star and equivalent will be classified CONFIDENTIAL. All other General/Flag officers and equivalent itineraries will, as a minimum, be protected by "For Official Use Only."

c. In requesting travel or country clearance, ship names or hull numbers should not be used in detailing the itinerary or purpose of travel. If such identifying information is essential, the clearance message may require classification under reference (f).

d. When the approval authority for the disclosure of classified military information to foreign governments is required from CNO, all requests for such approval or authority for disclosure shall be processed and submitted following references (g) and (h). All requests for such approval or authority for disclosure shall be completed prior to arranging visits and obtaining travel or country clearances, and shall be submitted sufficiently in advance (i.e., 45-55 days) so that, upon approval of the request, commands may still meet the 30-day advance notice requirement for travel or country clearance.

17. Responsibility

a. OUSDP is responsible for providing policy direction, approving, and monitoring, as appropriate, official travel abroad.

b. CNO, in coordination with the Commandant of the Marine Corps, will issue directives and provide additional information, as appropriate, concerning visits.

c. CNO (OP-09B20T) is the point of contact within the Department of the Navy for prior concurrence and travel clearance matters. OP-09B20T will coordinate prior concurrence requests with the Office of the Secretary of Defense and the Department of State. All

proposed travel of Presidential appointees in defense positions shall be reported to the Secretary of Defense and to the OUSDP, as required by reference (a).

d. Sponsoring activities and the sponsored visitor must ensure that all necessary clearances, certifications, and briefings have been obtained, and that all travel, embassy, and command requirements have been met prior to commencement of travel.

18. Action

a. All commands, activities, and units must control the travel of personnel under their command or jurisdiction and coordinate all requests for official temporary duty travel to ensure compliance with the policies and procedures promulgated by this instruction.

b. Major commanders and naval attaches should periodically review the information and requirements for travel within their respective areas of responsibility. All requests for changes, additions, and deletions to U.S. Air Force Clearance Guide should be submitted via the appropriate Navy component of the commander of the unified command concerned for review and/or comment.

c. Military and civilian personnel of the Department of the Navy performing subject travel will comply with the provisions of the U.S. Air Force Foreign Clearance Guide and this instruction and its enclosures, as appropriate.

19. Coordination. This instruction has been coordinated with Commandant of the Marine Corps.

20. Reports. The reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.

L. A. EDNEY
Vice Chief of Naval Operations

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MAY 5 1980

SPECIAL AREA CLEARANCE PROCEDURES

1. Each individual traveler is responsible for ensuring compliance with the PERSONNEL ENTRANCE REQUIREMENTS in the USAF Foreign Clearance Guide (FCG). Areas designated as a Special Area by the FCG require a prior concurrence. Note that the FCG may stipulate that a prior concurrence may only be required for senior personnel.

a. All proposed visits to overseas areas by Presidential appointees in defense positions and chiefs of services will be cleared directly with Office of the Under Secretary of Defense (Policy) (OUSDP) before plans or arrangements are communicated abroad.

b. For all travelers, other than those in subparagraph 1a above, prior concurrence or notification, as indicated, of the Department of State will be obtained through OUSDP and the Chief of Naval Operations, regardless of the purpose of the trip.

c. For travel to countries not designated as Special Areas, the Department of State will be notified through OUSDP and the Chief of Naval Operations (CNO) in advance of trips that will involve:

(1) Contacts or meetings with foreign government officials or industry representatives when foreign policy will be discussed; or

(2) Meetings with information media personnel where matters affecting foreign policy will be discussed; or

(3) Briefing or logistic support by U.S. Embassy or consular personnel.

d. For travel covered in subparagraphs b and c requiring prior concurrence, no formal contacts will be made in regard to such travel with anyone in foreign countries prior to obtaining written concurrence for such travel from OUSDP.

e. After receipt of concurrence, the visitor shall request travel or country clearance in accordance with the procedures of enclosure (2) to the basic instruction.

2. Procedures for providing notification and/or obtaining prior concurrence:

Enclosure (1)

MAY 5 1989

a. When official travel requires notification, Secretary of Defense (SECDEF) should be included as an information addressee on the travel or country clearance request.

b. When prior concurrence is required, visitors shall submit a request in the format outlined in paragraph 3 to CNO (OP-09B20T). To allow sufficient time for further transmittal to OUSDP, who may wish to request views and reactions to proposed visits from our overseas posts, the request shall be sent to arrive not less than 50 days prior to departure or the earliest practical time. That requirement is in addition to requirements for travel or country clearance and must be complied with regardless of the purpose of the trip. Late requests for prior concurrence should be transmitted electrically or hand-carried to CNO (OP-09B20T), and must include a statement in justification of late submission. Adequate explanation, use of plain language, and avoidance of Navy-specific terminology, where possible, will facilitate evaluation of a request by OUSDP and Department of State and prevent delays for obtaining additional information or clarification of terms.

3. Format for requests for prior concurrence. The following information should be submitted to CNO (OP-09B20T) as an unmarked enclosure to a transmittal letter:

SAMPLE FORMAT

a. Composition of the group (names, ranks, positions, and titles of the visitors);

NOTE: Do not delay submission of request for exact composition of travel party. Submit name of senior traveler, other known members of travel party, and approximate number and ranks/grades of accompanying personnel.

b. Purpose of visit;

c. Identity of host(s) and others to be contacted;

d. Proposed itinerary, including mode of transportation, estimated time of arrival (ETA), estimated time of departure (ETD) at each place;

e. A statement as to whether or not the trip will involve:

(1) meetings with government officials;

MAY 5 1989

- (2) meetings with industry representatives;
 - (3) meetings with information media personnel;
 - (4) briefings or logistic support by U.S. Embassy or consular personnel; or
 - (5) Foreign policy discussions with officials of foreign governments or with information media personnel.
- f. Justification statement for late submission (less than 50 days).
- g. Point of contact of requesting activity. Include name and telephone number (autovon and/or commercial).
- h. Other. Include other special information which may be helpful in effecting coordination and/or include information on the public affairs aspects of the proposed trip.
4. Periodically, certain countries on the "Special Areas" list may be considered so politically sensitive that certain additional approval procedures will be required. OUSDP will determine those areas, inform all Department of Defense (DOD) components, and prescribe and monitor the additional procedures to be followed.
5. Delegates to international conferences, organizations, meetings, and negotiations will ensure compliance (as appropriate) with the following accreditation procedures.
- a. In addition to the "Special Areas" clearance previously described, it is necessary to ensure proper accreditation of official participants in certain categories of international conferences, organizations, meetings, and negotiations. The convocations covered by this paragraph have the following general characteristics:
 - (1) Purpose, list of attendees, convoking authority, etc., are intergovernmental in nature as well as international.
 - (2) Deliberations will involve positions, debate, commitments, etc., on the governmental level.
 - (3) Proposed attendees will be present as official delegates of the U.S. Department of Defense, with the necessity to participate in the deliberations in such capacity.

MAY 5 1989

b. Delegations to meetings under the auspices of the United Nations and deliberations of the U.S. Military Delegation to the United Nations shall be construed as an international conference in the context of this paragraph.

c. To verify the accreditation of attendees at functions meeting the foregoing criteria, potential visitors shall submit the information listed below by letter to CNO (OP-61) to arrive at least 20 working days prior to departure. OP-61 will coordinate the request with the Department of State, via OUSDP, and initiate action to inform the requestor of the results of the coordination.

d. Format (as an unmarked enclosure to a letter of transmittal):

(1) Name, rank, service, organization, and title/position as it relates to the meeting;

(2) Official title of the meeting or negotiation;

(3) Place and date of meeting; and

(4) Basis for request for official accreditation, including prior designations of official status, if any.

6. DOD personnel who propose to conduct DOD sponsored research in any foreign country having foreign affairs implications and/or potential political sensitivity are advised to contact CNO (OP-61), informally, well in advance of the required time of submission for formal approvals. That liaison will assist both traveler and CNO to determine whether the nature and sensitivity of proposed research will require additional review and approvals within elements of OUSDP or Department of State.

MAY 5 1989

PROCEDURES FOR REQUESTING TRAVEL/COUNTRY CLEARANCE

1. The general procedures for preparing and submitting requests for travel or country clearances are:

a. Review the policy outlined in the basic instruction.

b. Review the U.S. Air Force Foreign Clearance Guide (FCG) for all areas to be visited to determine personnel entrance requirements.

2. A country clearance should be requested from the U.S. Embassy or consulate (through the defense attache if one is assigned (the attache will be listed in the FCG)) when:

a. Official business is to be conducted with, or support is required of, the U.S. Embassy or consulate (American Ambassador, attache, etc.).

b. Any other official business is to be conducted in the foreign country and a travel clearance is not required. Send information copies of the request for clearance to the commander of the unified command and, if senior personnel are traveling to an area where a defense attache is assigned, to the Defense Intelligence Agency, DIA (AA), Washington, DC 22301 at least 30 days prior to travel.

3. Submit request for travel/country clearance in the format below. Appropriate action and information addressees are identified in the FCG.

a. Identification. For each member of the party list name; rank or grade or GS equivalent; position; title and organization, to which assigned; security clearance (include citizenship if non-U.S. citizen); and passport number (if required), including date and place of issue.

b. Itinerary. Submit proposed itinerary, specifying U.S. and foreign military and civilian installations, activities, and units to be visited and dates of each visit. Include estimated time of arrival (ETA), estimated time of departure (ETD), and carrier, if known, at time of request submission. List alternate visit dates, if visit cannot be accommodated at preferred time. List names, grade, and position title of key personnel to be visited.

MAY 5 1989

c. Purpose and Justification. State the specific purpose of the visit to each activity, including briefings requested or offered and subjects of material to be covered. Give justification for the visit. State the date and nature of the invitation on which visit is based, if appropriate. Do not disclose any information relating to ship's operating schedules. If it is necessary to identify the ship's name or number in connection with a date or purpose of visit, the correspondence may require classification under the provisions of reference (f). On initial request for travel or country clearances, reference to previous correspondence and messages to establish the purpose and justification for a visit should be avoided. The request should be self contained, inasmuch as those concerned with clearances do not always have a "need to know" and are not necessarily addressees on previous communications.

d. Foreign Contacts. List intended meetings with foreign government officials, industry representatives, U.S. Embassy or consular personnel and, if disclosure of classified information to foreign nationals is proposed, the security classification of material and authority for disclosure. If none, so state. See enclosure (1), subparagraph 1c.

e. Local Support Desired. Indicate hotel accommodations, transportation, briefings, onward booking, classified courier requirements, security guards for aircraft, etc., desired. If local support is being handled separately or if none is required, so state.

f. Advance Notice. If there is less than 30 days advance notice, state why such advance notice was impossible and repercussions, if any, should the trip be delayed to provide the necessary advance notice (see subparagraph 6d of the basic instruction).

g. Coordination. If applicable, include certification that the required coordination has been effected with the Director, National Security Agency. (See paragraph 10 of the basic instruction).

h. Point of Contact at Requesting Activity. Include name and telephone number (autovon and commercial).

i. OUSDP APPROVAL. State whether OUSDP has approved the proposed visit, or that approval is not required, or that OUSDP will be or has been notified of proposed visit.

MAY 5 1989

j. Downgrading Instructions. Include downgrading instructions (if request is classified) that will facilitate essential administrative arrangements, such as billeting and transportation.